

Part-Time Library Computer Aide

City of Royal Oak – Public Library

Pay Rate: \$10.50 - \$14.00 per hour

Hours of Employment:

15 – 20 hours a week during library open hours

Monday through Thursday: 9:45 AM – 9:00 PM

Friday and Saturday: 9:45 AM – 6:00 PM

Expected to work some Saturdays on a rotational basis

May vary up to 1,400 hours per year*

A **Library Computer Aide**, *upon application*, shall have the following training and experience:

Required: Graduation from high school or equivalent

Preferred: Previous library public service experience helpful
Associate level degree or some college

GENERAL STATEMENT OF DUTIES: A **Library Computer Aide** assists library users in the Computer Room assuring that all computers, the SAM print management system and printers are functioning properly and assisting users with access to the internet and use of the computers. Library Computer Aides enforce the Library Internet and Computer Use Policy if necessary with the support of the Reference Librarian.

TYPICAL EXAMPLES OF WORK: A **Library Computer Aide** may be called upon to do any or all of the following (*These examples do not include all of the tasks which the employee may be expected to perform*):

- Clear paper jams
- Assist with use of MS Office products
- Monitor functioning and correct problems with SAM print management system
- Reinforce the library internet policy

QUALIFICATIONS FOR EMPLOYMENT:

- Ability to troubleshoot and repair basic personal computer problems
- Excellent public service skills
- Excellent written and verbal communication skills
- Ability to follow written and verbal directions
- Dependability, energy, self-motivation and positive attitude
- Ability to reach, bend, stretch and stand for long periods

APPLY: The Human Resources Department must receive a completed City of Royal Oak *employment application* **no later than: Monday, August 15, 2016 at 4:00 PM.**

Applications are available online at www.romi.gov/jobs or
in the Human Resources Office at City Hall, 211 S Williams St, Royal Oak, MI 48067.

For a new hire, where based on the facts and circumstances at their start date, it cannot be determined that the employee is (a) reasonably expected to be employed on average at least 30 hours per week (or 130 hours per month), or (b) the employee is expected to work at least 30 hours per week (or 130 hours per month) initially, but the period of employment at more than 30 hours per week (or 130 hours per month) is reasonably expected to be limited, and the employer cannot determine that the employee will work on average at least 30 hours per week (or 130 hours per month) over the initial measurement period City of Royal Oak will use the adopted Initial Measurement Period to determine full-time status for the subsequent Stability Period. **Employees in this position are not reasonably expected to work over 30 hours per week over the Initial Measurement Period.*